Director-Maintenance and Facilities

**Purpose**

The job of Director-Maintenance and Facilities is done for the purpose/s of planning, organizing, assigning, reviewing, supervising, and directing day to day operations in custodial services, grounds, and maintenance, including repair and renovation of all school district facilities and related equipment; ensuring that jobs are completed efficiently and within regulatory guidelines and projected deadlines; preparing and managing budgets; ensuring optimal utilization of personnel and other resources; and representing the district Maintenance and Facilities Department in providing excellent customer service. This job reports to Executive Director of HR and District Services.

**Essential Functions**

- Analyzes data from a wide variety of sources for the purpose of making recommendations, ensuring compliance with various policies and procedures, and/or monitoring program components.
- Collaborates with various internal and external parties (e.g., district project managers, engineers, architects, government agencies, service technicians, administrative personnel, and school communities, parents, etc.) for the purpose of supporting them in the achievement of department, program and district goals.
- Communicates with various internal and external parties (e.g., department personnel and other district staff, school communities, outside organizations, etc.) for the purpose of fostering and representing a positive teamwork attitude, resolving issues and conflicts, and receiving and presenting information to provide efficient facilities operations services and activities.
- Conducts facility inspections for the purpose of assessing facility maintenance, health, and safety needs and ensuring availability of resources required to complete required projects.
- Coordinates projects with various internal and external parties (e.g., district personnel, school communities, outside organizations and agencies, etc.) for the purpose of implementing and maintaining efficient services and/or programs, and representing the district in providing excellent customer service.
- Creates long and short range plans (e.g., budgets, policies and procedures, staffing levels, materials, equipment, space requirements, staff development, operational efficiencies, software applications, preventive and corrective maintenance, safety programs, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient, safe, and timely manner.
- Develops and recommends procedures and/or actions (e.g., product and service specifications, bids, district building standards, etc.) for the purpose of providing for the implementation of policies that meet the district's facilities operations goals and objectives.
- Evaluates programs and/or projects (e.g., preventive and corrective maintenance; bid specifications; federal, state, district, and local laws, codes and regulations, etc.) for the purpose of carrying out and achieving objectives.
- Facilitates meetings involving various internal and external parties (e.g., personnel actions, staff meetings, budget, regulatory requirements, community involvement, outside agencies, district departments and schools, etc.) for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a district representative.
- Manages assigned programs and projects (e.g., safety compliance standards, OSHA, DEQ, EPA, NEC, ADA, NFPA, etc.; contracted services; grant guidelines; building security; equipment, etc.) for the purpose of ensuring compliance with applicable administrative, insurance, state and/or federal requirements, codes and regulations, and ensuring preventive safety measures are followed.
- Manages the design and implementation of computerized systems (e.g. department software and database needs, etc.) for the purpose of ensuring current and future facility needs are efficiently achieved, and enhancing customer service.

- Manages assigned district property and equipment (e.g. rural staff housing, department fleet equipment and vehicles, building security equipment, fire alarms, etc.) for the purpose of ensuring properties and equipment are available and maintained in good condition and in accordance with security and safety guidelines.

- Participates in a variety of meetings (e.g. school-site, including PTA meetings; facility operations; board subcommittee; leadership meetings; professional development workshops and seminars, etc.) for the purpose of conveying and/or gathering information required to perform functions.

- Prepares a wide variety of information (e.g. business and facilities operations plans, letters/emails, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, providing written reference and/or conveying information in accordance with district, state and federal regulations.

- Researches information from a variety of sources (e.g. reviewing relevant policies, current practices, staffing requirements, financial resources, products and equipment, etc.) for the purpose of providing information and/or recommendations, and/or addressing a variety of program requirements.

- Supervises and manages the execution of routine, preventive, and corrective maintenance programs (e.g. systems for collection of work projects; prioritization, planning, and scheduling of work projects; adjusting work schedules in response to changing priorities; documenting and communicating information, etc.) for the purpose of maximizing customer service and efficient and effective operations.

- Supervises department personnel (e.g. evaluating, hiring, termination; planning, scheduling, and coordinating activities; training, advising, and consulting, etc.) for the purpose of maximizing the efficiency of the work force and meeting department and district objectives.

- Supervises the department budget (e.g. including rental income from rural staff housing properties, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; developing effective working relationships; administering personnel policies and procedures; adhering to safety practices; communications devices; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; preventive maintenance procedures; operational characteristics of a variety of maintenance equipment and systems; pertinent federal (DEQ, NEC, EPA, ADA, OSHA, NFPA), state, and local laws, codes, and regulations; principles of budget preparation and control; principles of personnel management; theory, and standard practices of mechanical, technical, and building trades; and contracts.

**ABILITY** is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a
variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; preparing clear and concise reports; setting priorities; working as part of a team; flexible to changing conditions and work schedules; making quick and accurate decisions; working with multiple projects; dealing with continuous interruptions and changing priorities; maintaining confidentiality; interpreting and applying policies, procedures, laws, and regulations pertaining to facilities and grounds maintenance programs and functions; facilitating communication between persons with frequently divergent positions.

Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelor’s degree in job-related area.

Equivalency: None specified

Required Testing: None specified

Certificates and Licenses
Asbestos Building Inspector/Management Planner within one year of hire
Certified Playground Safety Inspector within one year of hire
Valid Driver's License & Evidence of Insurability

Clearances
Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

Continuing Educ. / Training:
Asbestos Management Training/Updated
Building Codes/Updated
Computerized Facilities, Management and Control Systems Training

FLSA Status Approval Date Salary Grade
Exempt 12/10/2018 88X

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): ____________________________ Date: __________________

Employee Signature: ____________________________